



RFP No.: DOH-111-05-01

State of Hawaii
Department of Health
Communicable Disease Division
Hansen's Disease Branch

Request for Proposals

RFP Number DOH-111-05-01

**Pharmaceutical Products and Services for State
Department of Health Hansen's Disease Branch**

February 1, 2005

Note: If this RFP was downloaded from the State Procurement Office RFP Website, each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an [RFP Interest form](#) may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.



**STATE OF HAWAII
DEPARTMENT OF HEALTH
HANSEN'S DISEASE BRANCH**

3650 Maunalei Avenue
Sinclair Building, Room 210
Honolulu, Hawaii 96816

February 1, 2005

REQUEST FOR PROPOSALS

**PHARMACEUTICAL PRODUCTS AND SERVICES
RFP No. DOH-111-05-01**

The Department of Health, Communicable Disease Division, Hansen's Disease Branch, is requesting proposals from qualified applicants to provide pharmaceutical products and services for Hale Mohalu Hospital in Honolulu and Kalaupapa Care Home on Molokai. Physicians from each program prescribe pharmaceuticals/drugs/medicines (hereafter usually referred to as drugs) for the patients and call in or write out prescriptions that are filled by the Contractor's pharmacist(s) for the pharmacy's inventory. The Contractor's pharmacy will be responsible for delivery of drugs to Hale Mohalu Hospital and to the Honolulu airport for shipment to Molokai via the State's contracted air service. The State will be billed directly by their contracted air service for the air freight charges to Molokai. The contract term will be from July 1, 2005 through June 30, 2011.

Proposals shall be mailed and postmarked by the United States Postal Service on or before March 14, 2005, or hand delivered no later than 3:30 p.m., Hawaii Standard Time (HST), on March 14, 2005, at the drop off site designated on the Proposal Mail-in and Deliver Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Hansen's Disease Branch will conduct an orientation on February 16, 2005 from 8:30 a.m. to 9:30 a.m. H.S.T., at 3650 Maunalei Avenue, Sinclair Building, Room 210, Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 3:30 p.m. HST on March 1, 2004. All written questions will receive a written response from the State on or about March 7, 2004.

Inquiries regarding this RFP should be directed to the RFP Contact Person, Mr. Baron Chan, 3650 Maunalei Avenue, Sinclair Building, Room 210, Honolulu, Hawaii, 96816, or may be made by telephone to (808) 733-9831, fax: (808) 733-9836, or e-mail: bdchan@mail.health.state.hi.us.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

ONE ORIGINAL AND THREE COPIES OF THE PROPOSAL ARE REQUIRED

**ALL MAIL-INS MUST BE POSTMARKED BY UNITED STATES POSTAL SERVICE (USPS)
NO LATER THAN
March 14, 2005**

All Mail-ins

Hansen's Disease Branch
3650 Maunalei Avenue
Sinclair Building, Room 210
Honolulu, Hawaii 96816

DOH RFP COORDINATOR

Baron Chan
For further information or inquiries
Phone: 733-9831
Fax: 733-9836

HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITE UNTIL **3:30 P.M., Hawaii Standard Time (HST) March 14, 2005.**

Drop-off Sites

Hansen's Disease Branch
3650 Maunalei Avenue
Sinclair Building, Room 210
Honolulu, Hawaii 96816

BE ADVISED: All mail-ins postmarked by USPS after **March 14, 2005**, will be rejected.
Hand deliveries will **not** be accepted after **3:30 p.m., HST, March 14, 2005.**
Deliveries by private mail services such as FEDEX shall be considered hand deliveries and will not be accepted if received after **3:30 p.m., HST, March 14, 2005.**

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Baron Chan

Department of Health, Hansen's Disease Branch

3650 Maunalei Avenue, Sinclair Building Room 210

Honolulu, Hawaii 96816

Phone (808) 733-9831 Fax: (808) 733-9836

IV. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	<u>2/1/05</u>
Distribution of RFP	<u>2/1/05 -</u> <u>3/14/05</u>
RFP orientation session	<u>2/16/05</u>
Closing date for submission of written questions for written responses	<u>3/1/05</u>
State purchasing agency's response to applicants' written questions	<u>3/3/05-</u> <u>3/7/05</u>
Discussions with applicant prior to proposal submittal deadline (optional)	<u>3/8/05 -</u> <u>3/11/05</u>
Proposal submittal deadline	<u>3/14/05</u>
Discussions with applicant after proposal submittal deadline (optional)	<u>3/16/05 -</u> <u>3/23/05</u>
Final revised proposals (optional)	<u>3/30/05</u>
Proposal evaluation period	<u>3/14/05 -</u> <u>4/7/05</u>
Provider selection	<u>4/8/05</u>
Notice of statement of findings and decision	<u>4/11/05-</u> <u>4/15/04</u>
Contract start date	<u>7/1/05</u>

V. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: February 16, 2005 **Time:** 8:30 am – 9:30 am

Location: Hansen's Disease Branch
3650 Maunalei Avenue, Sinclair Building Room 210
Honolulu, Hawaii 96816

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions).

VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: March 1, 2005 **Time:** 3:30 pm HST

State agency responses to applicant written questions will be provided by:

Date: March 7, 2005

VII. Submission of Proposals

A. Forms/Formats - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: www.spo.hawaii.gov, click *Procurement of Health and Human Services* and *For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

- 1. Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
- 2. Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
- 3. Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
- 4. Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a

cost proposal/budget if required. (Refer to Section 3 of this RFP.)

5. **Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the State Procurement Office website at: <http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers and Provider Lists...The List of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.
6. **Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at www.hawaii.gov/tax/tax.html.

- B. **Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
- C. **Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal postmarked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. The

number of copies required is located on the Proposal Mail-In and Delivery Information Sheet.

Faxed proposals and/or submission of proposals on diskette/cd or transmission by e-mail, website or other electronic means is not permitted.

- E. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to: http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm

- F. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

VIII. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline** - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

IX. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

X. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XI. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XII. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XIV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XV. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVI. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

XVII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XVIII. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Chiyome Leinaala Fukino, M.D.	Name: Ann Kinningham
Title: Director of Health	Title: Chief, Administrative Services Office
Mailing Address: P.O. Box 3378, Honolulu, Hawaii 96813	Mailing Address: P.O. Box 3378, Honolulu, Hawaii 96813
Business Address: 1250 Punchbowl Street, Honolulu, Hawaii 96813	Business Address: 1250 Punchbowl Street, Honolulu, Hawaii 96813

XIX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XX. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

Kalaupapa Care Home has approximately 37 elderly previously institutionalized Hansen's disease patients. The patients in Kalaupapa remain there at their own choice and can do so as long as they choose to in accordance with State Statutes. Hale Mohalu Hospital is a licensed 21 bed specialty hospital. It delivers medical care for the Kalaupapa patients that cannot be provided for at the Kalaupapa Care Home. Many of the health problems encountered by the Kalaupapa patients are the results of a rapidly aging population (average age = 76) and disabilities due to Hansen's disease.

A wide range of drugs provided on a timely basis by a reliable pharmacy is of vital importance in the care and treatment of our elderly Hansen's disease patients.

Monthly reviews of patients' medical charts for drug utilization as well as participation in quarterly pharmacy and therapeutics meetings are required for hospital licensure.

B. Description of the goals of the service

Provide accurate and timely drugs as requested on a Monday through Friday schedule, as well as emergency 24-hour coverage including weekends and holidays by an on-call pharmacist(s).

Provide pharmaceutical quality-assurance reviews as part of hospital licensure requirements for both Hale Mohalu Hospital and Kalaupapa Care Home.

C. Description of the target population to be served

Hansen's disease patients at Hale Mohalu Hospital and Kalaupapa.

D. Geographic coverage of service

The Contractor will be responsible for delivery of drugs to Hale Mohalu Hospital and for delivery to the Honolulu airport for shipment to Kalaupapa, Molokai via the State's contract air service. The State will be billed directly by their contracted air service for the air freight charges to Molokai.

For emergency shipments to Kalaupapa when the State's contracted air service cannot provide the service, the Contractor shall use any available air carrier and pay for the air freight charges. The State will reimburse the Contractor for the emergency air freight charges. The Contractor shall include a breakdown of these charges on the monthly invoice(s) of the applicable program(s).

E. Probable funding amounts, source, and period of availability

There is high probability for continued funding throughout the contracted period. The contract will be funded through State funds.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found in the POS Manual.

Throughout the contract period, the Contractor shall obtain and maintain a current pharmacy license. At the time of proposal submittal, the applicant's pharmacist(s) shall be duly licensed to practice pharmacy in the State of Hawaii. The bidder shall have a minimum of five (3) years of experience in the provision of pharmacy services in Hawaii.

The Contractor shall possess a familiarity with those investigational drugs utilized by the Hansen's Disease Programs.

B. Secondary purchaser participation
(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases None

C. Multiple or alternate proposals
(Refer to §3-143-605, HAR)

☒ Allowed ☐ Unallowed

Multiple or alternate proposals must be submitted in physically separate proposals.

D. Single or multiple contracts to be awarded
(Refer to §3-143-206, HAR)☐ Single☐ Multiple☒ Single & Multiple

Multiple awards may be made if none of the proposals received offer to provide for all three categories (Part A, B and C) of services (see Part III Scope of Work), or if it is more cost and/or operationally effective to award multiple contracts.

E. Single or multi-term contracts to be awarded
(Refer to §3-149-302, HAR)☐ Single term (\leq 2 yrs)☒ Multi-term ($>$ 2 yrs.)

Contract terms:

Maximum length of contract: 6 years

Contract period shall commence on the contract start date or Notice to Proceed whichever is later.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Mr. Baron Chan
Hansen's Disease Branch
3650 Maunalei Avenue
Sinclair Building, Room 210
Honolulu, Hawaii 96816
(808) 733-9831
bdchan@mail.health.state.hi.us

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)**Clinical Pharmaceutical Services**

1. The Contractor shall review at least quarterly, the various aspects of the total drug distribution system. This will be accomplished in a manner

designed to monitor and safeguard all areas of the drug distribution system. Inspections will be performed each quarter by the Contractor to assure safe and rational drug therapy to the patients and to determine the quality and storage of drugs and the safe distribution of the drugs.

2. The Contractor shall provide written documentation of all professional review activities required as outlined in all applicable policies and procedures manual, including but not limited to, Hale Mohalu's Pharmacy and Therapeutics Policy and Procedure Manual.
3. The Contractor shall make recommendations for upgrading patient care through the drug distribution system. The recommendations shall include adjusting doses, pointing out interacting drugs, considering the use of newer medications as they become available and deemed appropriate, and considering the use of drugs which are available at a more reasonable price than those currently being used.
4. The Contractor shall serve as a member of Hale Mohalu Hospital's Pharmacy and Therapeutics Committee and attend all required meetings thereof to meet state licensure requirements.
5. The Contractor shall review patients' medical records and drugs on hand on a monthly basis at Hale Mohalu Hospital for quality assurance associated with licensure of the facility. Kalaupapa Care Home shall be done on a quarterly basis.
6. The Contractor shall assist in establishing policies and procedures to control the distribution and administration of drugs.

Providing Pharmaceuticals and Pharmaceutical Services

7. The Contractor shall provide, furnish, and supply all pharmaceuticals, drugs, and medicines to Hale Mohalu and Kalaupapa Care Home. The Contractor is responsible for supplying and stocking drugs that may be requested by these programs. This shall consist primarily of drugs used in a hospital pharmacy as opposed to retail pharmacy. These include, but are not limited to: IV fluid, IV sets, injectable antibiotics and other injectable drugs, irrigation solutions, and drugs used to treat decubitus and other ulcers. Generic drugs should be initialized when not medically dictated.
8. The Contractor shall provide patient drug regimen reports, a minimum of once a month to Hale Mohalu Hospital and for the Medical Director, Hansen's Disease Branch.

9. The Contractor shall have a delivery system available every day of the year that is capable of providing the delivery of prescriptions and supplies within a reasonable time without unreasonable delay (usually within the day of order for Hale Mohalu Hospital and on the next available flight for Kalaupapa Care Home), excluding circumstances beyond the Contractor's control. For "stat"/emergency orders, drugs shall be delivered within 2 hours of request for Hale Mohalu Hospital and next available flight after same day airport delivery. The Contractor shall have a 24-hour on call pharmacist available seven days a week including holidays for those times that the pharmacy is not regularly open.
10. The Contractor shall provide Emergency (E) kit and IV-kit for Hale Mohalu Hospital. The contractor shall provide an "IV Team" to trouble shoot problems that may arise from IV use.
11. The Contractor shall provide training for Hale Mohalu and Kalaupapa Care Home staff for administering difficult or complex drugs to patients.
12. The Contractor shall comply with all applicable laws, regulations, policies, and procedures pertaining to Federal, State, DEA, DOH, Pharmacy Board, Professional and Vocational Licensing, FDA (both Federal and State), etc. which are currently in place or as amended.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

At the time of the proposal submittal and throughout the contract period, the Contractor(s) performing the services specified herein shall throughout the contract period, maintain a current pharmacy license. At the time of proposal submittal, the bidder's pharmacist(s) shall be duly licensed to practice pharmacy in the State of Hawaii. The bidder shall have a minimum of five (3) years experience in the provision of pharmacy services in Hawaii.

The Contractor shall have a 24-hour on call pharmacist available seven days a week including holidays for those times that the pharmacy is not regularly open.

2. Administrative

- a. Hawaii General Excise Tax License. Applicant shall submit its current Hawaii General Excise Tax I.D. number.
- b. Tax Liability. Services to be performed under this RFP is a business activity under Chapter 237 Hawaii Revised Statutes (HRS) and

Chapter 238 HRS as applicable. Both out-of-state vendors and Hawaii vendors are advised that the gross receipts derived from this proposal are subject to the 4% general excise tax and ½% user tax where applicable.

- c. References. Applicant shall provide at least two hospitals and/or established clinical institutions to where pharmaceutical services similar to those requested herein, have been provided or currently being provided. The purchasing agency reserves the right to contact the references listed to inquire about the services provided by the applicant.
- d. Wage Certificate. Applicant shall complete and submit the Wage Certificate by which applicant certifies that the services required will be performed pursuant to Section 103-55 (HRS).
- e. Liquidated Damages. Liquidated damages shall be paid per day for each time the Contractor fails to perform in whole or in part any of its obligations herein. Liquidated damages are fixed at the sum of \$100 per day and may be deducted from any payments due to or become due to the Contractor.

3. Quality assurance and evaluation specifications

The Contractor shall have quality assurance programs to monitor the level of pharmaceutical services and evaluation and improvement plans for proposed services and personnel.

4. Output and performance/outcome measurements

The Contractor supplying drugs for the programs shall review all errors in drug orders and work with either program staff or their own staff to insure errors are not repeated. All incidents will be reported and discussed with the Medical Director of the Hansen's Disease Branch.

5. Experience

The applicant shall have a minimum of three (3) years of experience in the provision of pharmaceutical services in Hawaii.

6. Coordination of services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

7. Reporting requirements for program and fiscal data

For clinical pharmaceutical services, the Contractor shall provide a written summary of monthly patient medical chart reviews as well as recommendations for improvement.

For pharmaceuticals and pharmaceutical services, the Contractor shall provide a monthly patient report of all drugs utilized by each patient. This report may be submitted in conjunction with the monthly billing.

The Contractor shall provide monthly billing invoice in triplicate, which includes the drugs used for the month for each patient.

The Contractor shall provide billing data for patients who are covered by third-party payers for data collection purposes.

8. Pricing structure or pricing methodology to be used

The Department of Health Hansen's Disease Branch is permitting the use of a pricing structure based on a unit of service rate.

Proposals are requested for the following categories of this proposal - Part A, Clinical Pharmaceutical Services; Part B and Part C, Pharmaceutical Products and Dispensing Fee, or all three parts together.

PART A: Cost to provide Clinical Pharmaceutical Services (as described in Scope of Work number 1 through 6) for Hale Mohalu Hospital and Kalaupapa Care Home.

	<u>PRICE PER MONTH</u>	<u>PRICE PER 12 MONTHS</u>
1. Hale Mohalu Hospital	_____	_____
2. Kalaupapa Care Home	_____	_____
TOTAL SUM (BID) PRICE – PART A		\$ _____

PART B: Cost of pharmaceutical products (as described in scopes of services numbers 8 through 12).

Percentage rate by which the prevailing manufacturer's published prices (average wholesale price) of pharmaceutical products will be adjusted. The rate submitted shall be no greater than average wholesale price (AWP).

Bid: _____ %

PART C: Fee for filling prescriptions (dispensing fee) for pharmaceuticals/drugs/medicines provided from the inventory of the Contractor's pharmacy.

Bid: \$ _____ per Rx

The Bid Price shall include all labor, required supplies, applicable taxes, any pickup and delivery or mailing charges (unless otherwise specified herein), and any other costs necessary to perform the services specified herein.

9. Units of service and unit rate

Not applicable to this RFP.

IV. Facilities

Adequacy of facilities relative to the proposed services.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. **See sample table of Contents***
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

Applicant shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

D. Coordination of Services

Demonstrated capability to coordinate services with other agencies and resources in the community.

E. Facilities

The Contractor shall demonstrate the adequacy of its facilities relative to the proposed services.

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization**1. Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

V. Financial**A. Pricing Structure**

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

Bid proposals for Parts A, B, and C in Section 2, No. III, Scope of Work, Services Activities may be submitted for the cost proposal section. Proposals may be submitted for Part A alone, for Part B and C combined, or for A, B and C combined.

VI. Other**A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

<u>Evaluation Categories</u>		<u>Possible Points</u>
<i>Administrative Requirements</i>		
<i>Proposal Application</i>		100 Points
Program Overview	0 points	
Experience and Capability	20 points	
Project Organization and Staffing	15 points	
Service Delivery	35 points	
Financial	30 Points	
TOTAL POSSIBLE POINTS		100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)
- Wage Certificate
- Certifications

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity to orient evaluators as to the service(s) being offered.

1. *Experience and Capability (20 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

- Demonstrated past experience in operating and managing pharmacies

C. Quality Assurance and Evaluation

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.

D. Coordination of Services

- Demonstrated capability to coordinate services with other agencies and resources in the community.

E. Facilities

- Adequacy of facilities relative to the proposed services.

2. Project Organization and Staffing (15 Points)

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. Staffing

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program.

B. Project Organization

- **Supervision and Training**: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- **Organization Chart**: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.

3. Service Delivery (35 Points)

The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

5. Financial (30 Points)

Pricing structure based on unit of service rate

Competitiveness and reasonableness of unit of service rate, as applicable.

The award, if any, shall be made to the responsible applicant offering a competitive and reasonable price for Parts A, B, and C of this proposal.

Part “A” - Clinical Pharmaceutical Services

Part “B” - Pharmaceutical Products

Part “C” - Dispensing Fee (Fee for filling prescriptions)

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. Wage Certificate

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. *SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *For Private Providers*.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	(Required if not Registered)	
Wage Certificate	Section 1 & 4, RFP	Section 5, RFP	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
<i>Federal Certifications</i>				
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Evidence of Pharmacy License			X	
Pharmaceutical Manufacturer's Published List Price			X	

Authorized Signature

Date

Proposal Application Table of Contents

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A.	Cost Proposal	
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	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
B.	Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1994	
C.	Organization Chart	
	Program	
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D.	Performance and Output Measurement Tables	
	Table A	
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E.	Program Specific Requirements	

WAGE CERTIFICATE
(For Service Contracts)

Subject: RFP No.: _____

Title of RFP: _____

(To be completed by Applicant)

Pursuant to Section 103-55, Hawaii Revised Statutes (HRS), I hereby certify that if awarded the contract in excess of \$25,000, the services to be performed will be performed under the following conditions:

1. The services to be rendered shall be performed by employees paid at wages or salaries not less than the wages paid to public officers and employees for similar work; and
2. All applicable laws of the federal and state governments relating to worker's compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

I understand that failure to comply with the above conditions during the period of the contract shall result in cancellation of the contract, unless such noncompliance is corrected within a reasonable period as determined by the procurement officer. Payment in the final settlement of the contract or the release of bonds, if applicable, or both shall not be made unless the procurement officer has determined that the noncompliance has been corrected; and

I further understand that all payments required by Federal and State laws to be made by employers for the benefit of their employees are to be paid in addition to the base wage required by section 103-55, HRS.

Applicant _____

Signature _____

Title _____

Date _____